

Read to be Ready Summer Grant Fiscal Grant Manager: Description and Application

Purpose:

The Tennessee Department of Education is seeking two candidates to manage the fiscal component of the Read to be Ready Summer Grant program in summer 2017. Fiscal grant managers will report to the Read to be Ready Program Director and work with district offices to oversee and direct the reimbursement process. They will also complete desk reviews in which they examine all financial documentation submitted by select districts to ensure funds are being used appropriately.

In order to meet this purpose, the fiscal grant managers will be trained by the department's fiscal team and work directly with the Read to be Ready Summer Grant team. The goal is to provide timely, fair reimbursements to districts and schools and to make certain that taxpayer dollars are being used responsibly and in the way they were intended.

Qualifications:

We are looking for fiscal grant managers who have the following traits and skills:

1. Pursuing or completion of *at least* a bachelor's degree from an accredited college or university, preferably with a focus in business, accounting, finance, management, or similar field.
2. General knowledge about Read to be Ready and the summer grant program.
3. Aptitude to serve with a focus on excellence in customer service.
4. Strong critical thinking and analytical skills.
5. Strong organizational, communication, and collaboration skills.
6. Familiarity with budgeting and accounting processes.
7. Ability to work within a budget software.

Commitment Details:

The nature of this position allows for most work to be done remotely. However, fiscal grant managers will be required to attend training at the department on **March 20** from **9:00 – 12:00 CDT**. They will also be expected to help review and approve grant recipients' budgets in March, but the majority of their work will take place during June, July, and August. *Note: Because fiscal grant managers are independently contracted with the department, they determine the hours and days they work, with the exception of the required training day.*



Application Process:

To apply for the position, please complete the online application by **8:00 a.m. CST** on **Tuesday, February 21, 2017**. Applicants must submit a cover letter, one-page resume, and at least two references to be considered. The cover letter should address why you are interested in the position, how your previous experience qualifies you to work in this role, and any other important information you believe the selection committee should know about you. There will be an application review, followed by a phone interview. All applicants will be notified about whether they have advanced to the phone interview round no later than **Friday, February 24, 2017**.

Please send questions to Paige Atchley, Read to be Ready Program Director, at ReadtobeReady.TN@tn.gov.